

JAY DARDENNE  
SECRETARY OF STATE

STATE OF LOUISIANA  
SECRETARY OF STATE

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January 25, 2007

Dear Agency Executive,

In the 2006 Regular Session, the Louisiana State Senate passed Senate Concurrent Resolution 14, instructing all agencies to cooperate and report where they store their agency's records to the Secretary of State's Division of Archives, Records Management and History.

Enclosed with this letter you will find a copy of the resolution and a paper copy of the Records Location Survey with instructions. However, we encourage agencies to visit our Web site and download the survey (in Excel) in order to complete the survey electronically.

The survey can be downloaded at:  
[www.sos.louisiana.gov/archives/records/recmgt-survey.htm](http://www.sos.louisiana.gov/archives/records/recmgt-survey.htm)

If your agency has any questions about the survey or how to complete it, please e-mail [recmgt@sos.louisiana.gov](mailto:recmgt@sos.louisiana.gov).

We appreciate your cooperation and candor in completing this important survey by the March 1, 2007 deadline.

Sincerely,

Renee' Fontenot Free  
Deputy Undersecretary